

Roofclad Systems

Environmental Policy and Management Procedures

Environmental Management Procedures

1. Purpose and Scope

This document aims to outline Roofclad Systems proposals for the implementation of an effective Environmental Management System.

The purpose of the management procedures is to provide details of the implementation, monitoring and review systems used by Roofclad Systems to follow a best practice approach to environmental management.

The procedures will require Roofclad Systems to:

- Define the rolls and responsibilities of each employee with specific duties relating to Environmental Management;
- Specify the implementation plan;
- Specify the monitoring procedures in place;
- Specify how the monitoring procedures are reviewed and audited;

2. Roles and Responsibilities

The Directors of Roofclad Systems have a specific responsibility for the effective implementation of these procedures. Senior managers and supervisors also have a responsibility to ensure that Environmental Management Policies are adhered to in the day to day operation of the business. All Employees are expected to adhere to the principles of the policy and management system.

Director's responsibilities are:

- Ensure adequate arrangements are in place to effectively implement and maintain the management system;
- Ensure good practice procedures are monitored and maintained;
- Ensure corrective actions is taken when deficiencies are identified;
- Ensure that the management plan is prepared with the objectives consistent with continual improvement;
- Appoint a manager responsible for Environmental Management;

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The appointed manager responsible for Environmental Management will:

- Ensure pertinent technical and legislative advice is given to all senior managers and directors;
- Ensure management systems is established;
- Ensure best practice procedures are implemented in accordance with Roofclad Systems Environmental Policy;
- Report on the results of monitoring and actions to reedy deficiencies;
- Identify any significant environmental impacts off Roofclad Systems business activities;

3. Arrangements

Arrangements for the implementing the requirements of best practice procedures and of monitoring compliance and reviewing performance should be established for each best practice procedures.

These include the aims and targets of the procedures, the procedures and nominate a person responsible for the implementing the procedures.

4. Monitoring

Each procedure will require monitoring to ensure that they comply with guidelines set forth in this Environmental Policy. The monitoring process should take in consideration of the following.

- Appoint manager responsible for the implementation;
- Relevant employees for implementation as described in job description;
- Substance of information provided to each employee;
- Review of actions taken;
- Report provided to senior management team;
- Annual plans outlining targets and aims;

5. Review

The monitoring results will need to be reported to senior management team so that the corrective action may be taken to remedy any deficiencies in the Environmental Management of specific items. Targets may be outlines and/or new targets set.

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Environmental Policy

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Roofclad Systems recognise that many of its operations may have an impact on the local, regional and global environment. As a consequence of this, Roofclad Systems is committed to continuous improvements in environmental performance and prevention of pollution.

Environmental laws, regulations and codes of practice will be regarded as setting the minimum standard for environmental performance.

The policy set out the guidelines to all those employed or retained by the company and Roofclad Systems expect such individuals to adhere to these with the aim of achieving all environmental management objectives. Roofclad Systems will implement its policy through co-ordinated Environmental Management system.

2. Aims

- Comply with all relevant environmental laws and legislation;
- Inform all employees of their responsibilities to adhere to best practice guidelines;
- Set out clear objectives which are relevant to the business activities of Roofclad systems;
- Identify performance targets so that the management system may be reviewed and monitored;
- Report on the results of monitoring and review.
- Prevent pollution into air, ground and watercourses.
- Protect wildlife and vegetation.

3. Objectives

Roofclad Systems has identified the following key objectives:

1. Reduce volume of waste and recycle by reusing excess materials where appropriate.

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- 2. Promotion of environmental issues with customers and suppliers and sourcing and environmentally friendly supply chain.
- 3. Reduction in the consumption of energy by implementing energy saving systems in our offices.

- 4. Ensure employee compliance with policy and best practice principles.

- 5. Check suppliers and producers to ensure they comply with current environmental legislation.

- 6. Reduction of carbon footprint through:
 - a. Sourcing of local materials from local suppliers;
 - b. Provide eco-friendly vehicles to employees who require transport;
 - c. Advise other employees to purchase or use eco-friendly vehicles;
 - d. Assessment of office space and use of low energy hardware where appropriate.
 - e. Keep all equipment maintained and in good working order.
 - f. Plan vehicle routes to minimise travel.

Signature: Director:

Name:

Date: